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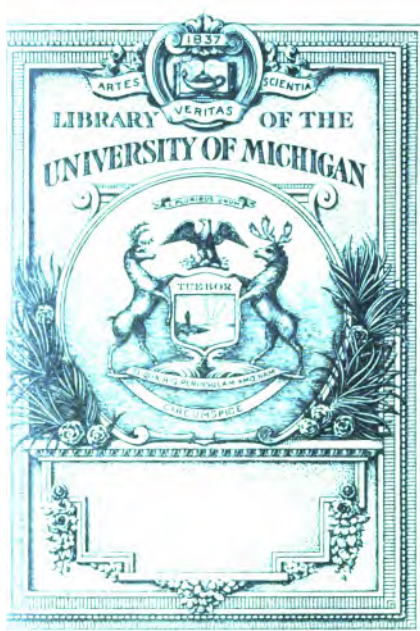
LIBRARY OF CONGRESS

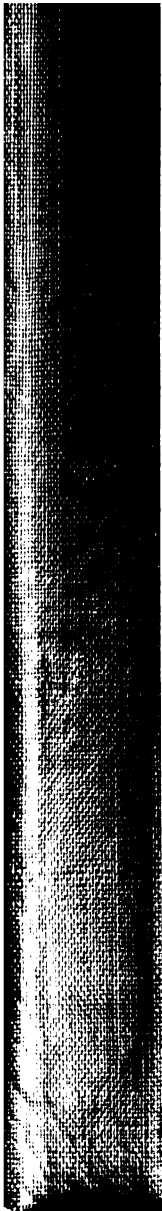
L. C. PRINTED CARDS
HOW TO ORDER
AND USE THEM

SECOND EDITION

BY
CHARLES HARRIS HASTINGS
CHIEF OF CARD SECTION

WASHINGTON
GOVERNMENT PRINTING OFFICE
LIBRARY BRANCH, 1914







U.S. LIBRARY OF CONGRESS. Card section.

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L. C. card 13-35001

9 2-2 18

PREFATORY NOTE

THIS pamphlet is designed to meet a demand for a popular statement of methods of ordering and using the L. C. printed cards. It is intended to furnish (1) the information which a library should have before beginning to order cards for use in cataloging, (2) the information needed by the specialist who desires to order cards as material for a card bibliography, (3) the information needed by students of library economy who wish to understand the essential features of the work. Specialists and students of library economy will ordinarily need no more information as to the details of the work than is given in this pamphlet. But those who are charged with the work of ordering and adapting the cards should read carefully and refer frequently to the fuller statements in the Handbook.

A preliminary issue of the second edition of this pamphlet, without edition number affixed and lacking page references to the third edition of the Handbook, was printed for current use in June, 1913. Those who received that issue should discard it in favor of this, as the regulations for ordering cards given herein and in the third edition of the Handbook contain a number of changes of considerable importance, including change in the price of cards.

C. H. HASTINGS

Chief of the Card Section

HERBERT PUTNAM

Librarian of Congress

WASHINGTON, D. C., March, 1914



Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18½ cm.

Selected from the author's "Études sur la littérature contemporaine" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.
Bateman, 1845— tr. II. Title.

I. Saintsbury, George Edward

Library of Congress

PR99.S4

11-19013

SAMPLE 1—MAIN ENTRY CARD—FULL-SIZED FACSIMILE. ALL L. C. CARDS ARE OF THIS SIZE.
ALL SLIPS USED IN ORDERING CARDS SHOULD BE OF THIS SIZE.

Characteristics of the L. C. Cards

§1. One form of card only is printed for a book, viz: the "main entry" card (SAMPLE 1, on opposite page). Author's real name is given in full, dates of birth and death being added when practicable. Title of book is usually given in full. The imprint is frequently shortened and simplified. Collation is full enough to describe accurately the physical makeup of the book. Contents and notes are frequently added. Notes are descriptive; evaluation is not attempted. The headings used at L. C. for secondary entries are indicated on most of the cards in stock for books which require secondary entries other than title entry. Subject¹ entries are numbered in arabic, added² entries in roman figures. "Card number"³ is given at the lower right margin of the card. Number preceding dash indicates year, number following dash indicates number of card in series for that year. L. C. class and book number is given near center of lower margin.⁴ Cards are of the "standard" size, $7\frac{1}{2} \times 12\frac{1}{2}$ cm (about $2\frac{5}{8} \frac{1}{4} \times 4\frac{5}{8} \frac{3}{4}$ in.). Card stock is approximately 1/100 inch ($\frac{1}{4}$ mm.) thick and is of the first quality. (See HANDBOOK, 3d ed., p. 11-14).

¹ Subject entries are not indicated, as a rule, on cards for books which at the time the card was printed were in unreclassified sections of the Library. (SAMPLE 6, p. 9)

² Term "added entries" is used to cover all secondary entries except subject entries. Title entry has been regularly included in the added entries indicated on the cards only since January, 1912. (SAMPLES 1-4, p. 4, 7, 8)

³ On cards printed before 1902 various experiments in numbering were tried. On many of these the card number is preceded by full date; on some card number only is given. All cards for which copy is prepared by the Catalogue Division of the Library of Congress are now numbered uniformly as shown in samples. Eleven series of cards now being printed and distributed by L. C., for which copy is prepared by other U. S. libraries, one for which copy is prepared by the L. C. Map Division, and one for which copy is supplied by various American libraries are distinguished by prefixes: Agr, B S, D O, E, E S, F, G S, L, S, W, War, Maps, A. (SAMPLE 2, p. 15)

⁴ The "Dewey decimal" and "Cutter expansive" class marks are also given, by exception, on the special edition of cards for books listed in the A. L. A. Catalog (1904) (SAMPLE 8, p. 10) (See also p. 15).

How the Cards are Used for a Dictionary Catalog¹

§2. As the card furnished by L. C. is a main entry card (SAMPLE 1, p. 4) when used for main entries, it needs merely to have the shelf marks for the book added at the upper left corner and checks or notes supplied as a means of tracing secondary entries.

If pseudonym or popular name of author is preferred to real name printed on the card and latter can not be readily changed to former, write preferred name above in the same way that name is written above for heading of secondary entry (SAMPLE 3, p. 7), without explanation or with explanatory words added, *e. g.*, "pseud. of." It is recommended that author's name be thus changed on main card only.

If card received is for a different edition of the book (see p. 16, §9), change varying item neatly in hand printing or typewriting to fit the book, making such changes only as are absolutely necessary. Some public libraries use card unchanged in the case of fiction and popular works which have to be renewed frequently.

¹ No attempt will here be made to explain the elementary principles and terms of cataloging. A knowledge of such principles and terms will be assumed. Explanation of elementary processes in cataloging are given only in so far as the use of printed cards in place of manuscript cards affects these processes. Those who undertake to use the L. C. cards without having had special training in cataloging should study the following:

N. Y. State Library. Simplified library school rules. Bost., Library Bureau, 1905. \$1.25.

Hitchler, Theresa. Cataloging for small libraries. (Library handbook, No. 2) Chicago, A. L. A. Publishing Board, 1909. \$0.15.

Catalog rules: Author and title entries, comp. by committees of the American Library Association and the British Library Association. Chicago, A. L. A. Publishing Board, 1908. \$0.60.

When used for secondary entries card must be adapted for such entries by adding in typewriting at the top the required heading (SAMPLES 2-4).¹

ENGLISH LITERATURE - HIST. & CRIT.

Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 181^{mm}

Selected from the author's "Études sur la littérature contemporaine" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.
Bateman, 1845— tr. II. Title.

1. Saintsbury, George Edward

11-19013

Library of Congress

PR99.S4

SAMPLE 2—SUBJECT ENTRY (GENERAL)

Saintsbury, George Edward Bateman, 1845- tr.

Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 181^{mm}

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1. English literature—Hist. & crit.
Bateman, 1845— tr. II. Title.

1. Saintsbury, George Edward

11-19013

Library of Congress

PR99.S4

SAMPLE 3—ADDED ENTRY FOR TRANSLATOR; SAME FORM WOULD BE USED FOR EDITOR OR JOINT AUTHOR

¹Samples 2-8 are reduced to about three-fifths size. Sample 1, p. 4, is full size.

When used for analytics, *i. e.* for making entries for portions of a book, other slight changes in ms. are required (SAMPLES 5-7).

Essays on English literature.

Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18^{cm}.

Selected from the author's "Études sur la littérature contemporaine" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle—"Endymion."—George Eliot.

1. English literature.—Hist. & crit.
Bateman, 1845— tr. II. Title.

1. Saintsbury, George Edward

11-19013

Library of Congress

PR99.S4

SAMPLE 4—TITLE ENTRY

WRITING.

Nicoll, William Robertson, 1851-

Letters on life, by Claudius Clear (*pseud.*) New York, Dodd, Mead & company, 1901.

viii, 277 p. 20^{cm}

CONTENTS.—The art of life.—That literature is autobiography.—The art of conversation.—On the art of taking things coolly.—Vanity and its mortifications.—Some questions about holidays.—"When three stars came out."—Midnight tea.—Firing out the fools.—"A fellow by the name of Rowan."—Taking good men into confidence.—The sin of overwork.—Samuel.—How to remember and how to forget.—"R. S. V. P."—Concerning order and method.—Should old letters be kept?—The secret of Mrs. Farfrae.—Brilliance.—On handwriting.—The happy life.—The man in the street.—The rest of life.—Good manners.—On growing old.—Broken-hearted.—The innermost room.

Library of Congress

2-16171

SAMPLE 5—SUBJECT ANALYTIC (ITEM ANALYZED PRINTED ON CARD)

Heading for secondary entries shown on cards are three-fifths size only. If headings are supplied in handwriting, use disjoined library hand; if in typewriting, use machine equipped with pica type (10 letters to the inch).

It is recommended that subject headings be written in black capitals.

COLONIES. Smith, Adam, 1723-1790. An inquiry into the nature and causes of the wealth of nations, by Adam Smith, LL. D. Ed. by James E. Thorold Rogers ... 2d ed. Oxford, Clarendon press, 1880. 2 v. front. (port.) 23^{cm}. <u>"Of colonies," v. 2, p. 134-225.</u> Library of Congress 2-19692
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SAMPLE 6—SUBJECT ANALYTIC (ITEM ANALYZED INDICATED BY MS. NOTE)

Funes, Gregorio, 1749-1830. U. S. President, 1817-1825 (Monroe) ... Message from the President ... 1818. (Card 2) The reports of T. Bland, the third member of the commission, together with other documents concerning South American affairs, are issued as House doc. 48, 15th Cong., 2d sess. <u>"Historical sketch of the revolution of the United Provinces of South America, from the 25th of May, 1810, until the opening of the National congress, on the 25th of March, 1816, written by Dr. Gregorio Funes", p. 45-96.</u> (15th Cong., 2d sess. House doc. 2; no. 17 of Congressional series) i. Rodney, Caesar Augustus, 1772-1824. ii. Graham, John, 1774-1820. iii. Funes, Gregorio, 1749-1830. Library of Congress 6-13945

SAMPLE 7—AUTHOR ANALYTIC (ONE CARD IN A CONTINUED ENTRY USED SEPARATELY; ADDITION IN MS.)

Some of the headings for subject entries printed on the cards are too detailed for the catalog of a small library. In such cases an abbreviated heading or a different heading should be used.

See HANDBOOK, 3d ed., p. 15-26, 73-79.

—1*

How Used for Shelflists and Systematic Catalogs and Bibliographies

§3. SAMPLE 8 shows card adapted for a systematic catalog or shelflist by supplying "Dewey decimal" class

331 W45	Webb, Sidney, 1859— Industrial democracy, by Sidney and Beatrice Webb. New ed. in two volumes bound in one. 4th impression. 5th thousand. London, New York, and Bombay, Longmans, Green and co., 1902. lxi, 929, 11 p. incl. tables. fold. diagr. 22" Bibliography: p. 879-900. CONTENTS.—pt. 1. Trade union structures.—pt. 2. Trade union function.—pt. 3. Trade union theory.—Appendices. 1. Trade-unions. I. Webb, Beatrice (Potter) "Mrs. Sidney Webb," joint author. II. Title. 3-1444/4 Library of Congress 331 He
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SAMPLE 8—SHELFIST CARD (CARD FOR BOOK IN A. L. A. CATALOG)

number and "Cutter" book number. Card used in a systematic bibliography arranged according to the Decimal system would differ only in omission of book number. Specialists who have not found a satisfactory scheme for classifying their bibliographic material may find it advantageous to compile a dictionary bibliography in the way described in §2. When the new classification of the Library of Congress, now nearly completed, is finished and fully indexed, it should provide an excellent scheme for systematic bibliographies, with the advantage that L. C. cards included may be arranged mechanically by the class marks printed on the cards.¹

¹ For list and prices of the schedules thus far printed see Handbook, 3d ed., p. 84, or apply to the Librarian of Congress.

Scope and Fullness of the Stock of Cards

§4. The Library of Congress has been printing cards for its accessions of books copyrighted in U. S. A., since July, 1898, and for its other accessions, since January, 1901. The work of recataloging the entire collection with printed cards was also begun in 1901. *All classes of books are now wholly or substantially recataloged and within the scope of the stock of printed cards except those named below:*

CLASSES NOT YET WITHIN THE SCOPE OF THE STOCK		
BIOGRAPHY	LAW	MUSIC (SCORES)
LITERATURE	MILITARY SCIENCE	RELIGION

All of the above-named classes are in process of recataloging *except Religion*. (For subclasses already covered see HANDBOOK, 3d ed., p. 6-8).

It should be kept in mind, moreover, that books in the above-named classes which were copyrighted in U. S. A. after 1898, or published in U. S. A. or abroad after 1901, *are within the scope of the stock*.

Libraries intending to recatalog their collections with L. C. cards should arrange to recatalog first the classes which are now entirely within the scope of the stock.

The stock of cards now covers about 600,000 titles. It is relatively complete in all classes for books which were copyrighted in U. S. A. For books not copyrighted in U. S. A. the stock is very complete in Bibliography and American history. In other classes it is fairly complete for books in English, but is quite incomplete for books in foreign languages. (See HANDBOOK, 3d ed., p. 5-10).

How Used for Shelflists and Systematic Catalogs and Bibliographies

§3. SAMPLE 8 shows card adapted for a systematic catalog or shelflist by supplying "Dewey decimal" class

331 W45	Webb, Sidney, 1859- Industrial democracy, by Sidney and Beatrice Webb. New ed. in two volumes bound in one. 4th impression. 5th thousand, London, New York, and Bombay, Long- mans, Green and co., 1902. lxi, 929, 11 p. incl. tables. fold. diagr. 22" Bibliography: p. 1879-900. CONTENTS.—pt. 1. Trade union structures.—pt. 2. Trade union func- tion.—pt. 3. Trade union theory.—Appendices. 1. Trade-unions. 1. Webb, Beatrice (Potter) "Mrs. Sidney Webb," joint author. ii. Title.
331	3-1444/4 Library of Congress He

SAMPLE 8—SHELFIST CARD (CARD FOR BOOK IN A. L. A. CATALOG)

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Libraries intending to recatalog their collections with L. C. cards should arrange to recatalog first the classes which are now entirely within the scope of the stock.

The stock of cards now covers about 600,000 titles. It is relatively complete in all classes for books which were copyrighted in U. S. A. For books not copyrighted in U. S. A. the stock is very complete in Bibliography and American history. In other classes it is fairly complete for books in English, but is quite incomplete for books in foreign languages. (See HANDBOOK, 3d ed., p. 5-10).

How to Order by Card Number

§7. Ordering by card number is a very satisfactory method *provided* that the numbers can be obtained without much searching. SAMPLE *c* shows the correct form

5-6480/4

HARTFORD CONN 16

SAMPLE *c*—ORDER BY CARD NUMBER—ONE TITLE TO THE SLIP

of order slip. Number following the slanting line indicates the number of copies wanted. If number of copies wanted is indicated on subscriber's card (see §8, 9), *slant line and number following it should always be omitted*, even though copied from a bibliography or one of special edition of cards for books in the A. L. A. Catalog (see below), as they are not a part of the card number. The L. C. card numbers can be obtained from: (1) Depository sets of the L. C. cards; (2) Proofsheets of L. C. cards; (3) Traveling catalogs; (4) Current booklists and book-trade catalogs, viz: "A. L. A. booklist," "A. L. A. Catalog (supplement) 1904-11," "Cumulative book index," "United States catalog," "Book review digest," "Monthly catalogue U. S. public documents," "Monthly list of State publications," "Best books" (annual, N. Y. State Library), "Catalogue of copyrighted entries, Part 1." (See HANDBOOK, 3d ed., p. 41-45, 64-65, 67-70).

If preferred, order slip may be filled with numbers (SAMPLE *d*). Whichever form of order is used, arrangement should be in increasing order of the card numbers in each series. SAMPLE *d* contains one or more card numbers from each series and shows correct order of arrangement. (See HANDBOOK, 3d ed., p. 41-43).

C 71	3-7025	A10-47
D-296	Agr3-275	11-3777
F-337	32(A.L.A.Cat)	F11-63
G-621	4-33058	W11-61
It-271	5-9806	12-4786
Music-63	6-4580	12-6738
Ro-351	7-15280	12-35287
98-203	CA7-6760	BS12-5
Sept. 7, 98-2	War7-139	ES12-17
99-213	8-256	L12-100
O-6882	Maps8-15	13-3589
Feb. 8, 1900-24	9-2600	D013-20
1-1904	E9-150	GS13-99
2-9576	10-15502	S13-25

CHICAGO U 363

SAMPLE *d*—ORDER BY CARD NUMBER—SLIP FILLED WITH NUMBERS

The dictionary portion of the A. L. A. Catalog (1904) contains (following price of book) consecutive numbers to be used like the regular L. C. numbers in ordering cards. The number following the consecutive number, separated from it by a slant line, indicates the number of copies of the card required for a dictionary catalog. If a different number of cards is wanted, different number is to be given after slant line. If number wanted is indicated on subscriber's card (see §8, 9), *slant line and number following it should always be omitted*. (See HANDBOOK, 3d ed., p. 44-45).

To Indicate Number of Cards Wanted by a Fixed Number or Formula

§8. To obviate the necessity of examining each book and of writing number on each order slip, most libraries give standing directions as to number of cards wanted by a fixed number or "formula" in left column



ry of
S. Card

rinted

of subscriber's card (see §9). In the formulas, *s* stands for "one card for each of the subject entries indicated on the card," *a* for "one card for each of the added entries indicated on the card." Number following *s* is alternative for *s* when no subject entries are indicated. Number following *a* is alternative for *a* when *s* is not included in the formula or has its own alternative, but number following *sa* is alternative for both *s* and *a*.

1sa = Send one card, plus one card for each subject and added entry indicated on the card.

1sal = Send one card, plus one card for each subject and added entry indicated; if neither subject nor added entry is indicated, add one card.

Formula 1sa is likely to prove best in the case of orders made up entirely of new books in classes which are within the scope of the stock, and when all of the older cards are reprinted with the necessary secondary entries indicated it will probably be the favorite formula. But formula 1sal is now recommended for general use, as it insures that the library will get at least two cards and that it will get no more than two for fiction¹. One of the other formulas, *e. g.* 1slat, will, however, prove more satisfactory for some libraries. If shelflist card is needed, first number in formula should, of course, be increased by one. (See HANDBOOK, 3d ed., p. 32-34).

Use of Subscriber's Card; Variation in Edition

§9. Standing directions from libraries as to their orders are noted on "subscriber's card." Items shown in first and third columns are explained in §8 and §10 respectively. In the second column the variations in

¹Formulas 2s1a and 1s1a recommended in previous editions of the "Handbook" and "L. C. Printed Cards" are no longer recommended because the percentage of cards having the necessary secondary entries indicated has greatly increased and the necessary title entries are now indicated for all classes of books.

edition are indicated which ordering library will permit, in case L. C. does not have a card for the edition for which cards are ordered. Abbreviated name and number of library are supplied by L. C., other items by subscriber. It is not necessary for a library to obtain and fill out subscriber's card before sending in first order. Order can be filled fairly satisfactorily without subscriber's card *provided* that number of copies want-

Arizona University Library, Tucson, Ariz.		Arizona U 261	
Number of cards wanted for each title or card number in the order, except when number is specifically indicated.	Variations in edition accepted: a) Date of publication different. b) Edition different in number or form. c) Publishers reversed. d) Publisher different. e) Variation in editor. f) Variation in translator.	Orders are to be held on temporary slips when the check is <i>Out, C, or R.</i>	Other standing requests.
2sal		Date	Nov. 16, 1907
{Subscriber's Card.}		Signature:	E----- L-----
		(OVER)	

SAMPLE SUBSCRIBER'S CARD

ed is indicated on individual slips or by a note placed in front of order, *e. g.*, "Please send 1sa cards for each book" (see §8). A supply of subscriber's cards is sent to each new subscriber. These are to be used over and over until worn out. One should be placed in front of every order submitted after the first. (See HANDBOOK, 3d ed., p. 27-29, 55-56).

Orders Held for Cards; Explanatory Checks

§10. The great majority of the cards currently ordered are in stock and can be shipped at once; remaining titles in the orders submitted are dealt with essentially as follows: When a card is ordered which is in process of



ry of
s. Card
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printing or reprinting, a check is given to the ordering library to indicate why card is not sent and order is noted on temporary slip in catalog of the Card Section and held as a matter of course, *unless* ordering library has indicated in third column of its subscriber's card that it can not wait for cards in process of printing. The checks used on orders thus held are as follows:

Out = "Out of print; cards will be sent within three weeks, usually."

C = "Book received by copyright; cards will be sent within three weeks, usually."

R = "Book received by purchase; cards will usually be sent within four weeks if book is in English, within six weeks if in foreign language."

In order that libraries which care to wait may eventually obtain cards for books not yet recataloged or not yet received by L. C., other checks are used to indicate to ordering library what prospect it has of obtaining cards, viz:

Rd = Book in L. C. but printing of card may be delayed as much as a year.

Rdl = Book in L. C. but printing of card may be delayed five years or more.

On = Book ordered in North America.

Oe = Book ordered in Europe.

Rc = Book recommended for purchase.

P = Book being considered for purchase.

Ci? = Book reported copyrighted; claim now being investigated.

C? = Does the book contain copyright claim? If so, please quote it and case will be investigated.

D = Doubtful; chances not good.

N = No report; your entry so incomplete that we can not judge.

Np = No prospect.

In the case of titles checked with any of the checks named above except *Np*, ordering library may return order slip to be held for periods ranging from one to fifty weeks; or "week number" to mark limit of holding may be supplied before slip is sent in the first time. Limit of holding slips is indicated by a week number

(obtained from a "calendar card" supplied by the Card Section) written below the title (see *SAMPLE b*, p. 13). When time limit expires, if cards have not come to hand, title is returned to subscribing library. It may again be returned to L. C. to be held, if desired. Check *Np* is final. Order slips thus checked will not be held even though the subscribing library is willing to wait indefinitely. (See *HANDBOOK*, 3d ed., p. 54-63).

Orders by Series

§11. Orders for cards for publications in series can be given in a note, *e. g.*, "Please send this library 1sa copies of each analytical card for N. Y. State Library bulletin, Bibliography, from no. 1 to date, and file standing order for us covering new issues in the series; send also 1sa copies of main series card."

Libraries which submit a considerable number of orders by series will find it worth while, however, to adopt the form of series order slip shown below (*SAMPLE e*). (See also *Bulletins* 16-19, 3d ed.).

N. Y. State Library.

Bulletin. Bibliography.

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Standing Order

**Analytics/ 1sa
Series card/ 1sa**

MINN U 34

SAMPLE e—ORDER BY SERIES

Bulletins 16-19, 3d ed., contain a list of over 3,000 series, including many series of publications of universities and learned societies, for which cards are in stock.

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Special attention is called to the sets of cards for publications of the U. S. Department of Agriculture, the U. S. Geological Survey, the U. S. Bureau of Education, the Smithsonian Institution and the National Museum described in Bulletins 14, 15, 21, 23.

Orders by Subject and Subscriptions to Proofsheets

§12. Current cards may be ordered on any well-defined topic. Cards already in stock may be ordered on any topic which is brought out in the subject catalogs of the Library of Congress. If desired, the order may be made a standing order to cover cards issued hereafter on the topic. Orders may be restricted quantitatively in various ways, *e. g.*, "All cards for books on forestry published since 1900"; but they should not be restricted qualitatively, *e. g.*, "Cards for the more important books on forestry." Orders may be given in a letter or note, *e. g.*:

"Please send me one copy of each card printed hereafter for current books on American genealogy, including local histories and biographies which contain any considerable amount of genealogical material."

On application a printed form will be supplied by the Card Section to be used in making out a subject order, but use of this form is optional. Those desiring to place subject orders on a number of related topics, *e. g.* for subclasses in Bibliography, can sometimes define what they want most satisfactorily by referring to subclasses in the schedules of the Library of Congress thus far printed. (See p. 10, foot-note).

Before the catalog cards are printed, proofsheets are struck off, each strip containing five titles, usually. These proofsheets are sold in complete sets at an annual subscription price of \$25. The entries on the proofsheets are classified, and it is possible to subscribe to

any class at the price of 1c. per strip. The classes at present are:

American history and description.	Science.
Bibliography (including library science).	Slavica.
Education.	Social sciences.
Fiction (English).	Technology.
Fine arts.	Titles from American Libraries.
General works.	Titles from L. C. Division of Maps.
Geography and anthropology.	Titles from Smithsonian Institution.
History and description (except American).	Titles from U. S. Bureau of Education.
Law.	Titles from U. S. Bureau of Fisheries.
Literature and language.	Titles from U. S. Bureau of Labor Statistics.
Medicine.	Titles from U. S. Bureau of Standards.
Military and naval science.	Titles from U. S. Dept. of Agriculture.
Music.	Titles from U. S. Engineer School.
Philosophy and religion.	Titles from U. S. Geological Survey.
Plant and animal industry.	Titles from U. S. War Department.
Reference cards.	Titles from Washington, D. C., Public Library.

Price of Cards

§13. The price of cards varies, chiefly according to the amount of work required in selecting and shipping the cards. This variation in price affects only the "first copy" of each card supplied in a shipment.

The price of each copy after the "first" is \$.008.

If cards are ordered by card number, the price of "first" copy is 2c.

If the order is by author and title, the price of the first card is \$.03, provided that the order is in satisfactory form. If facts essential to the ready identification of the book for which cards are wanted are missing, or if order is not correctly arranged, slight extra charges are made.

The average cost per book of the three cards (average) required for a dictionary catalog varies from \$.036 to about \$.05, according to method of ordering.

If cards are ordered for a series of publications, price of the first copy is usually 2c., but in the case of certain



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complete series issued by the Department of Agriculture, Geological Survey, Bureau of Education, Smithsonian Institution, and National Museum (see Bulletins 14, 15, 21, 23), the price of first copy is \$.012.

The price of first copy of cards ordered by subject varies directly with the amount of work required in selecting the cards, inversely with the number called for by the order. The average price is about 2c. per card. Price can be quoted only after scope of the order has been defined.

Cards are sent under frank to libraries in U. S. A. (and its colonial possessions), Canada, and Mexico. The charge for postage to foreign countries within the Postal Union is 8c. per lb. (about 5c. per 100 cards). Franks are supplied which may be used in lieu of postage on orders sent in by subscribers in U. S. A. (and its colonial possessions).

Method of Payment

§14. If convenient, libraries and other institutions should send a deposit of \$1.00 or more with their first order for cards and renew the deposit when notified that it is exhausted. If advance payment is not convenient, institutions may pay at quarterly intervals.

Individuals are required to pay in advance. If exact price of cards desired is known, amount should accompany order. When approximate cost of the cards is known and it is desired to receive current cards in continuation of the order, an amount sufficient to pay the cost of cards in stock plus the cost of the current cards for at least three months should accompany the order. In all other cases the cost of the cards should be ascertained before any remittance is made.

Each remittance should be accompanied by a letter or note which will fully identify the remitter. Remittances

should not be enclosed in packages of order slips. All checks and money orders should be made payable to "The Librarian of Congress."

Card Distribution Work of the Library of Congress

§15. The work is in part, at least, the outcome of the efforts and experiments of the American Library Association in cooperative cataloging which began with the organization of the association in 1876.

The printing and storing of cards was begun in 1898, and in 1901, with the indorsement of the American Library Association collectively, and with the cordial support of its members individually, the work of distribution was begun.

The number of libraries, institutions, and individuals subscribing to cards has steadily increased from about 200 in 1901 to about 1900 in 1914. About 200 individuals and firms are now ordering the cards, chiefly for bibliographical purposes. The remainder of the subscribers are libraries, ordering the cards chiefly for cataloging purposes. The returns to the U. S. Government from the sale of cards have increased from about \$4,000 in the fiscal year 1901-02 to about \$48,000 in the fiscal year 1912-13. This amount practically covers the cost of the cards, the cost of storage, and the salaries of the thirty odd assistants engaged in distributing them. Taking into account the great utility of the card distributing plant to the other work of the Library, it can fairly be said that the service to outside libraries is self-supporting.

The work seems now well established as an important item in American library economy.



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Publications of the Card Section

§16. The third edition of the Handbook of Card Distribution supersedes the first two editions. It also largely supersedes several of the Bulletins of the Card Section. The publications which now need to be consulted are the following:

Handbook of card distribution, 3d ed. 1914.

Bulletin 5. 2d ed. Special sets, 1-2. (Analytics for "Die Natürlichen pflanzenfamilien" and "Das Pflanzenreich").

Bulletin 7. Catalogs, classification and card distribution work of the Library of Congress.

Bulletin 9. 2d ed. Special sets, 3-5. (Analytics for "Annales de la science agronomique," "Landwirtschaftliche jahrbücher," and "Die Landwirtschaftlichen versuchsstationen").

Bulletin 10. 3d ed. Traveling catalogs.

Bulletin 13. 2d ed. Cards for government documents.

Bulletin 14. 4th ed. Cards for publications of the U. S. Department of Agriculture.

Bulletin 15. 3d ed. Cards for publications of the U. S. Geological Survey and the state surveys.

Bulletins 16-19. 3d (combined) ed. List of series of publications for which cards are in stock; method of ordering by series.

Bulletin 20. 2d ed. Cards for books and pamphlets printed in America before 1821.

Bulletin 21. 2d ed. Cards for publications of U. S. Bureau of Education, cards for the literature of education.

Bulletin 22. Table of old and new card numbers.

Bulletin 23. (In preparation). Cards for publications of the Smithsonian Institution and the National Museum.

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